

### CLOSING A FACILITY

If occupational therapy or physical therapy services will no longer be provided at a facility, the owner must notify the Board in writing and return the registration certificate (and any existing renewal certificates) to the Board. If the owner notifies the Board that the facility is no longer providing services and returns the certificates, the owner ensures that he may restore that facility's registration at a future date by simply meeting the renewal requirements. No late fees will accrue. If the owner of a facility does not notify the Board of the facility's closing, and the facility's registration expires, late fees will be due if the facility decides to renew the registration.

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### Frequently Asked Questions

#### Can I close one facility and keep another facilities open?

Yes. To close a facility appropriately, you must notify the Board that it is closing, and return the original wall certificate and any renewal cards to the Board. By formally closing the facility, you avoid late fees and restoration fees if you decide to open the facility again in the future.